

# Retention and Classification Report

**Agency:** Sunset (Utah) (1136)

Sunset City Corporation  
200 West 1300 North  
Sunset, UT 84015  
801 825-1628

**Records Officer** Susan Hale

85134 \*Annual budgets  
85103 \*Applications for building permits  
85046 \*Audit reports  
84964 City Council minutes  
84933 City roster  
85047 \*Deeds and transfers  
85141 \*Miscellaneous records  
85050 \*Petitions  
84894 \*Resolutions

**AGENCY:** Sunset (Utah)

**SERIES:** 85134

4

**TITLE:** Annual budgets

**DATES:** i 1950-1954.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

The final annual municipal financial plan approved by the city council for all expenditures of Sunset. The budget is drafted in light of the previous year's estimated budget compared to the actual expenditures.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1950 through 1954.  
Retain in State Archives permanently.

**AGENCY:** Sunset (Utah)

**SERIES:** 85103

4

**TITLE:** Applications for building permits

**DATES:** i 1953-1955.

**ARRANGEMENT:** Numerical by application number

**DESCRIPTION:**

Builders must apply for permission to build within the city limits. Application information includes type of building, location, square footage, estimated completion date, and type of construction.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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**FORMAT MANAGEMENT:**

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Microfilm duplicate: For records beginning in 1953 through 1955.  
Retain in State Archives permanently.

**AGENCY:** Sunset (Utah)

**SERIES:** 85046

4

**TITLE:** Audit reports

**DATES:** i 1936-1966.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Financial records for each city office are audited each year as required by law. The audit examines all revenues received by the city, and compares them to the city's expenditures, as an evaluation of the operation of the agency's accounting procedures and budgeting process. The audit is usually prepared by a certified public accounting firm.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05/10/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1936 through 1966.  
Retain in State Archives permanently.

**APPRAISAL:**

Administrative Fiscal Historical

Audit reports may be used during the next audit cycle to monitor compliance with internal control program recommendations. They document agency functions and have research value.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Sunset (Utah)

**SERIES:** 84964

4

**TITLE:** City Council minutes

**DATES:** i 1958-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

The city and town council minute book was created as the official record of the city council meetings. Handwritten entries were usually made by the city clerk in meetings that were held on a regular basis. Special meetings were scheduled as needed. Typical entries contain information about budgeting and finance; city ordinances; business and professional licensing procedures; police activities; and improvements in public service such as street repairs.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Sunset (Utah)

**SERIES:** 84964

**TITLE:** City Council minutes

(continued)

**AGENCY:** Sunset (Utah)

**SERIES:** 84933

4

**TITLE:** City roster

**DATES:** undated

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

List of city residents and their addresses.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in State Archives permanently.

**AGENCY:** Sunset (Utah)

**SERIES:** 85047

4

**TITLE:** Deeds and transfers

**DATES:** i 1950-1957.

**ARRANGEMENT:** Alphabetical by name of property owner

**DESCRIPTION:**

Deeds record information about the ownership of property within the municipal boundaries. Information includes name of owner; addresses of grantor and grantee; description of property; and date property was transferred to grantor.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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Microfilm duplicate: For records beginning in 1950 through 1957.  
Retain in State Archives permanently.



**AGENCY:** Sunset (Utah)

**SERIES:** 85141

4

**TITLE:** Miscellaneous records

**DATES:** i 1948-1949.

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

Various records that record claims, bonds, certificates, contracts, correspondence, minutes, and estimates for the city of Sunset.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1948 through 1049.  
Retain in State Archives permanently.

**AGENCY:** Sunset (Utah)

**SERIES:** 85050

3

**TITLE:** Petitions

**DATES:** i 1953-1956.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

Requests from individuals, groups, or businesses within the community, based on issues or concerns are brought to the city council in the form of a petition. The council debates the petition either votes on the proposal or refers it to the proper department for further study.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

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Microfilm duplicate: For records beginning in 1953 through 1956.  
Retain in State Archives permanently.

Microfilm master: For records beginning in 1953 through 1956.  
Retain in State Archives permanently with authority to weed.

**AGENCY:** Sunset (Utah)

**SERIES:** 84894

4

**TITLE:** Resolutions

**DATES:** i 1944-1956.

**ARRANGEMENT:** none

**DESCRIPTION:**

Resolutions are a course of action or formal statement of a decision made by the city council. The decision may perform the same function as a city ordinance, but punishments, fines, and forfeitures may not be imposed by resolution. Unlike ordinances, resolutions may become effective without publication or public posting, but must do so within three months from the date of passage. Topics of resolutions usually deal with establishing water and sewer rates; charges for garbage collection; creating personnel policies and guidelines; passing or defeating proposed budgets for the municipal government; and regulating the use and operation of municipal property.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05/05/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1944 through 1956.  
Retain in State Archives permanently.

**APPRAISAL:**

Administrative Historical Legal

Resolutions are similar to ordinances. Resolutions have legal value because they are municipal laws. They have historical value because ongoing resolutions document changes to the law over time.

**AGENCY:** Sunset (Utah)

**SERIES:** 84894

**TITLE:** Resolutions

(continued)

**PRIMARY CLASSIFICATION:**

Public